

3 Steps to Completing Your Town Hall Meeting Online Profile

1

register

- **First**, obtain your organization's tax ID # and W-9 form from your treasurer or bank/budget manager. If you don't have a W-9 form, we'll provide you with one, along with instructions on how to complete it.
- **Next**, look for your unique invitation via e-mail or request one at info@stopalcoholabuse.net and click on the invitation link. Complete your personalized log-in information and fill out the registration form completely. Save your log-in information and note your password!
- **Finally**, you should receive your \$500 stipend within 14 days of completing registration. Cash your check immediately, and start planning your great event!

2

complete your event profile

- Post your Town Hall Meeting's date, location, target audience, and other details so they can be featured on the Town Hall Meetings website.

3

submit your event recap

- Log back in to your event profile.
- Answer the brief event recap questions.
- Upload materials including media coverage, flyers, and pictures.

Please respond to the separate e-mail survey as soon as possible.

www.stopalcoholabuse.gov/townhallmeetings